Application Team Leader

Department: Information Systems Technology

Class Code: 1335

EEO Code: 22

FLSA: E

Effective: 01/03/1996

GENERAL STATEMENT OF DUTIES:

Under general direction; performs work of considerable difficulty in planning, coordinating, supervising, and monitoring the work of a data processing analysis/programming team; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Supervises a team of 3 or more members responsible for large multiple projects and maintenance of multiple existing applications; performs feasibility studies and cost effectiveness analysis for new computer applications and operating systems; directs team personnel in the analysis, design, programming, testing, problem solving, documentation, installation and user training for data processing applications; plans, prioritizes, assigns, monitors and evaluates progress of subordinate team members; provides technical assistance to team members, other staff and user community; facilitates and coordinates group meetings, user training, user consultations and participates in long range planning for user department automation needs; interacts heavily with users to define requirements, assess feasibility and resolve procedural problems for automated application systems; implements computer programs process through quality assurance; assists in preparation of Requests for Proposals (RFP) for data processing products, including hardware, software and support services; reviews responses to RFPs; assists in preparation of contracts; monitor vendors' work; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of principles and techniques of systems development, including systems analysis, design and programming; of computer equipment characteristic; and telecommunications concepts.

Considerable skill in organizing, motivating and effectively supervising a workforce; in communicating effectively, both orally and in writing with users, analysts, programmers and management.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree in information systems or related field and seven years of experience in data processing including four years experience in programming, three years analysis experience and two years experience in a lead role; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.